



## MEETING MINUTES

Date: December 7, 2018

Time: 1-3 p.m.

Loc: FH SRC Classroom 5419, Zoom Meeting ID: 128 486 908

Prepared by: Pauline Brown (Recorder)

### NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Roll Call & Approval of Minutes	<p>November's minutes were not completed in time for December's meeting.</p> <p>Full-time (FT) faculty hiring, an action item from November's meeting, was discussed and recommended by the committee. In order for the recommendation to be considered by governance, a memo would need to be created after the committee's approval.</p>	<p>Facilitation corps will post the draft for November's meeting minutes.</p> <p>Because the action item was not on the agenda due to the incompleteness of November's meeting minutes; the committee has agreed to circle back to the FT faculty hiring if time permits.</p>	<p>Committee members are welcome to review the minutes and notify the facilitation corps of any updates, edits, or revision to the November minutes.</p> <p>If the FT faculty hiring recommendation is not reviewed by group, then it would be discussed by tri-chairs immediately after December's meeting. If tri-chairs approve of it, then a memo would be created and sent to the committee members as an FYI.</p>	Facilitator Recorder
2	<p>Future Meeting Dates</p> <p><b>Context: Proposal to schedule a meeting in January; reschedule the Feb 22 mtg to Feb 8; reschedule Mar 15 to Mar 22;</b></p>	<p>Tri-chairs shared a proposal to possibly schedule an additional meeting in January and moving three additional dates. The proposal is due to the fact that the R&amp;R schedule committee meeting in January is on the same date and time as the Governance Summit proposed by the President's office. The</p>	<p>The committee agreed to scheduling an additional meeting for January and trying to move the identified dates for February – April.</p>	<p>Facilitation corps will handle the logistics to schedule an additional January meeting and suggest the moving dates for February – April. If the committee's response come back as no one available on the proposed dates, then committee</p>	Facilitator, Recorder

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
	<b>reschedule the Apr 18 to Apr 26</b>	rescheduling of March is due to a Dean's Retreat and there's a proposal to move it to the 22 <sup>nd</sup> of March. For the month of February and April, Facilitator will not be present, but will continue to forward any supporting documents on currently identified dates.		will continue to meet on originally scheduled date.	
3	<a href="#">Committee Charge (DRAFT)</a> <b>Context: Initial charge was discussed at 10/19 mtg; revisions based on discussions will be reviewed</b>	<p>Committee's charge from the Governance Handbook and the proposed charge from October's meeting was reviewed. The proposed charge reflects the discussion that the committee had in October regarding the Governance handbook charge. The R&amp;R committee is new, there is no precedent, and the proposed charge is the committee's attempt to think about what we might do and what might be part of the responsibilities moving forward. The tri-chairs see the proposed charged as a living document, something the committee can come back to every year and edit as needed.</p> <p>Proposed Charge: The Revenue &amp; Resources Committee is a governance group whose primary function is to facilitate the strategic allocation of resources to support the College's efforts to reach the goals identified in its planning documents. The committee is charged with the following:</p>	<p>There was a request to understand the difference between proposed charges numbers 2 and 3. The two are similar in that they both relate to <i>reviewing</i> priorities or policies found within sub plans and goals related to the Education Master Plan (EMP). They could be collapsed if the committee decides to.</p> <p>Charge number 3 did not coincide with the others, as far as being deliverable. There were suggestion to replacing the word from <i>reviewing</i> to <i>evaluating</i> to coincide with the language found in the President's recommended questions to the committee.</p> <p>Based on how much the committee is involved with adding input or supporting those who write the sub plan is undefined. The committee would like to step away from the operational piece, but be involved with forming the study groups to write sub plans or look deeply into</p>	Committee has decided to look at the proposed charge thoroughly with the revision from what was identified and prioritized in today's meeting. FT Faculty committee member will be joining Facilitator with looing over the proposed charge. B. McLeod offered to work with committee on charge.	Facilitator  Tri-Chairs  B. McLeod

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>(1) Establishing processes and implementing them for resource allocation and prioritization;</p> <p>(2) Reviewing institutional priorities related to resource allocation and planning (Facilities/Technology/Sustainability Plans);</p> <p>(3) Identifying and supporting policies related to the Educational Master Plan's Resources goals;</p> <p>(4) Investigating and recommending opportunities to increase revenue; and</p> <p>(5) Promoting advocacy related to resources management</p>	<p>the data if needed. The study groups would report to the committee with their findings and written plan and it could be up to the committee to get more information or create a memo to the governance.</p>		
4	<p>Resource Request Process</p> <p><b>Context: Update from IP&amp;B regarding possible process for resource requests</b></p>	<p>Last meeting, committee reviewed and approved the annual budget request process. In the past, there was one document that included program review (PR) and budget request. Moving forward, there are two separate documents. Program review done once in every five years and in between the five years, updates will need to be done. The committee had questions regarding the budget request form in terms of how would new programs submit a resource request without a PR?</p> <p>IP&amp;B wanted the committee to begin the conversation of what role it will take once the forms are completed and submitted. The new budget form is</p>	<p>IP&amp;B has shared that new programs, without PR, because the budget form is now distinct programs would need to fill out budget form annually. The communication committee may be charged with the creation process piece of new program. However, things are not set and stone.</p> <p>Committee would like to review the latest revised version of the form along with a narrative of any proposed changes</p>	<p>A memo will be created to notify IP&amp;B that the R&amp;R committee request that any sort of proposed changes be documented and identified in terms of whether or not those changes were addressed in the template.</p>	<p>Facilitator</p> <p>Tri-chairs</p>

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>slowly being approved to be used, however Academic Senate has not approved of it yet.</p>			
5	<p><a href="#">Facilities Rental Process</a>  <b>Context: Facilities rental provides a funding stream separate from state allocations (e.g. full-time equivalent students (FTES), categorical funding), this presentation provides an overview of that process</b></p>	<p>No specific action is being requested at this time. Based on the president's recommended questions the committee was asked to evaluate the effective use on campus (facilities which the rental program is component of) and recommend strategies for increase revenue for college and its programs.</p> <p>Revenue from last year with facilities and fine art combined was less than \$800k. There's not much of a margin between revenue and expense because approximately \$220 - \$224k in expense in facility rental, \$50k goes back to athletic instructions, and \$200 for fine arts. Some of the margin goes towards repair and maintenance for facilities.</p> <p>Facilities rentals is/is supposed to be self-sustaining; brining in enough to cover all expenses. If it were to generate more revenue and the margin increases, then funds go towards</p>	<p>Committee would like to get more information on the growth plan, the current revenues being generated, the cost, long-term rental agreements, the goals for the facilities for improving the maintenance out of the margin, and more information of the analysis that gets presented to the board.</p>	<p>Committee would like to follow up with the Facilities. Tri-chairs will determine what will be appropriate in terms of next steps.</p>	<p>Facilitator B. Watson</p>

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>facilities and the instructional program where the rental is coming from.</p> <p>Most facilities are in capital project, meaning that any big ticket items (i.e. renovating a classroom) comes from capital project. There different funding sources for different facilities ticket items.</p> <p>The college may have overlooked the intangible benefit of having members of the community, come to the campus and see our facilities. The rentals are not just a revenue process, but they're also outreach.</p>			
6	<p><a href="#">Student Centered Funding Formula</a>  <b>Context: SCFF is new proposed funding formula for CA Community Colleges; overview provides overview and latest updates regarding potential impact</b></p>	<p>New proposed funding formula for CA community colleges. The new funding formula incorporates the principals from the vision of success documents approved by the state board of governors in 2017. Changes to the former formula includes the flexibility of how district claim apprenticeship instructions and dual enrollment.</p> <p>The committee could be an essential governance that can help the college, along with the district, implementing the new funding formula. Maybe involved the District as far as establishing goals to align with the Vision for Success system-wide goal.</p>	<p>Continue the SCFF presentation with David Ulate on the "DAVE", a formula calculator created by district IRP.</p>	<p>David will return to next meeting to finish the presentation on the "DAVE".</p>	<p>Facilitator D. Ulate</p>

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		Base allocation is based on credit and noncredit Full Time Equivalent Student (FTES). Supplemental and Student success allocation data are based on data elements based on prior year headcount.			
7	<a href="#">Strong Workforce Funding</a> <a href="#">Perkin Funding</a> <b>Context: These two categorical funds focus on workforce and career technical education (CTE); overview provides overview of funding requirements</b>	<p>Career Technical Educational (CTE) A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.</p> <p>The CTE courses or programs are driven by Taxonomy of Programs (TOPs) code. Every class and program has a designated code and the coding system is identified by the state and the state indicates what TOP codes are career technical. Faculty can determine if their course qualifies.</p> <p>Budget overview of Strong Workforce Perkins (SWP). Strong workforce has 4 buckets: SWP Local (Base + 17% incentive), SWP regional (% of district CTE enrollment), SWP Regional joint venture (Presidents decide on projects they would want to work on together), and SWP K12.</p>	Committee would like to continue the presentation due to time.	Invite T. Ong and M. Mohebbi to next meeting.	Facilitator  T.Ong  M. Mohebbi
8	Announcements	Advisory council approved a creation for program approval process study group.		Refer member to study group.	Facilitator



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		Isaac is leading the study group and they would like to have representatives from each four groups. The idea is to have envision a new program approval process.			

\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

### Voting

Tri-Chairs: Kurt Hueg (Admin), Denise Perez (Classified), Eric Reed (Faculty)

Administrator: Lori Silverman

Classified Staff: Josh Pelletier, Julie Ceballos

Faculty: Sara Cooper (FT), Bruce McLeod (FT), Natalie Latteri (PT), Kathy Perino (FT)

Students: Nathan Lutz, Kalina Kuneva, Serena Phanitdasack

### Non-Voting

Ex-Officio: Brenda Davis Visas, ~~Jordan England~~, Elias Regalado, Bret Watson, ~~Kristy Lisle~~

Recorder: Pauline Brown

Facilitator: Elaine Kuo

Guests: David Ulate, Teresa Ong, Mike Mohebbi, Daniel Nghiem

## Foothill College Mission Statement

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

## 2018-2019 Strategic Objectives (E2SG)

Equity, Enrollment, Service Leadership, and Governance